



## Office of the Governor

*Government of Guam*

Ricardo J. Bordallo Governor's Complex  
Marine Corps Drive  
Adelup, Anigua, Guam

Lourdes A. Leon Guerrero  
Governor of Guam

Joshua F. Tenorio  
Lt. Governor of Guam

Chief of Staff  
Jon Jr. Calvo

Deputy Chief of Staff  
Alice Tajeron

### STANDARD OPERATING PROCEDURE

DIVISION/SECTION:		
ALL DIVISIONS		
NUMBER:	DATE OF ISSUE:	EFFECTIVE DATE:
01 – FY2019	February 28, 2019	February 28, 2019
SUBJECT:		
TRANSMITTAL ROUTING SHEET and PROCEDURE		

**Policy:** Central Files Office (CFO) is the circulatory of all incoming/outgoing government/non-government agency documents and circulated to different divisions in the Governor's Complex.

Agency to Agency - Documents/envelopes are placed into designated agency mail boxes in the CFO, as addressed on the front portion of the document/envelope.

Agency to Governor's Office – See attached Transmittal Procedure

The transmittal sheet will be filled as it moves from division to division as it is delivered and received. Please see example.

**Purpose:** To provide effective streamline and accountability of all incoming documents vetted through the Central Files Division.

**Scope:** This standard operating procedure shall cover the use of the TRANSMITTAL ROUTING SHEET to identify and number all incoming documents to track circulation, placement and return to appropriate agency.

**Responsibilities:** Documents are received and disbursed at Central Files, via hand delivery or through division mail boxes. The following are the standard procedures to ensure that all documents are received and identified and assigned through control number, provided a transmittal/routing sheet, circulated to the proper divisions and documented return are all done in a timely manner.

Distribution of documents from CFO:

All distribution of mail will be sent to mail boxes located in the CFO. Delivery of mail by CFO will be to the Governor's chambers, Lt. Governor's chambers, Chief of Staff, Deputy Chief of Staff and Legal.

Procedure:

1. **RECEIVING OF INCOMING DOCUMENT**

- a. Stamp with the Central Files date/time stamp. Use the name stamp for the person receiving the document and stamp the name underneath the “received” stamp.

2. **COPY THE FIRST PAGE** of the incoming document to the back of a blank TRANSMITTAL ROUTING SHEET.

3. **IDENTIFY THE RECEIVING PARTY**

- a. Examine document/package and determine who it will be routed to. If none identified, inquire with the runner who is the document is to be given to.

4. **ASSIGN A CONTROL NUMBER**

- a. Go into Google Sheets and select “Control Document Spreadsheet”. Google Sheets maintains the date received, control number (pre-entered), agency or person submitting document, description of document, date routed and to whom it is routed to and initials of person entering data.
- b. Enter the year and “Control” number underneath the “stamp received” document.

5. **COMPLETE a TRANSMITTAL ROUTING SHEET** (attached Sample “A”)

- a. Control Number
- b. Received Date – insert today’s date
- c. Urgent – If the doc is urgent, check ☐ the *Urgent!* Option and highlight.
- d. Type of Document, i.e. MOA/MOU, Memo, Letter, etc.
- e. Received from – This is the person that is sending the document or the person that signed accompanying letter or memo.
  - 1) Sample – *Jon Fernandez, Superintendent of Guam Public Schools.*
- f. Description of Document – Describe the document. Be thorough, but do not overdo it.
  - 1) Sample – *Memo dated 02-10-19 fr DOE re MOU between DOE and PBS dba KGTF for services.*
  - 2) Sample - *Agreement dated 01-01-19 between Dept of Agriculture and UOG re table to farm assistance.*
- g. Special notes – Place a check mark on the box, i.e. for review, for process & signature, etc.

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- h. Block #1 – Place a check mark on the division the document is being transmitted to.
    - 1) Sample – From CFO to: Gov, Lt. Gov, COS, DCOS, etc.
  - i. Original sheet and a copy is accompanied with the document to the division indicated.
    - 1) Make a copy of the front page of the Transmittal Routing Slip. The original TRS is received by the division and returned to CFO, the copy is retained by that division and the next block will be filled out as it is routed division to division.
  - 6. **TRANSMITTAL INITIAL** – Receiving party INITIALS and DATES upon acceptance of the document. Initials are placed on the original sheet *accompanying* the document AND the copy remains with the receiving division.
    - a. **The routing process continues until the document returns back to the division that it originated with.**
  - 7. **UPON CONCLUSION**, the document's originating party receives the final document with recommendations and/or action.
    - a. The original Transmittal Routing Sheet is kept and maintained with the CFO. The receiving division would be the last to sign and indicate which agency it is being sent to. If the documents are going back to an agency/division, indicate on the next block where it is going to. This will be placed in the agency box for the runner to initial and date received. Pair with the original and file to records. If completed/no action taken, the copy of the Transmittal Routing Sheet is to be sent back to CFO and paired with the original. Indicate complete and send back to CFO. The paired Transmittal Routing Sheets are filed away in CFO records.
  - 8. **DISTRIBUTION OF DOCUMENTS TO OTHER DIVISIONS** - Distribution of mail will be delivered to in-house mail boxes located in the CFO. Hand delivery of mail will be to the Governor's Chambers, Lt. Governor's Chambers, Chief of Staff, Deputy Chief of Staff and Legal.
  - 9. **DISTRIBUTION OF DOCUMENT/CONTRACTS ETC TO OUTSIDE GOVERNMENT AGENCIES** - For bulky documents, i.e. contracts, binders, etc., a "flagger card" is placed in the agency's box. These documents, etc. are placed below the counter with the Transmittal Routing Sheet for the agency to sign receive and date.

**\*\*Attachments**

- Transmittal Routing Sheet
- Caseflow of documents submitted to CFO

**References:**

Google Docs  
Transmittal/Routing Sheet

\*\*\*subject to change\*\*\*

Date originated: 02-26-2019

Prepared by:  
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Updated: 2-3-2021

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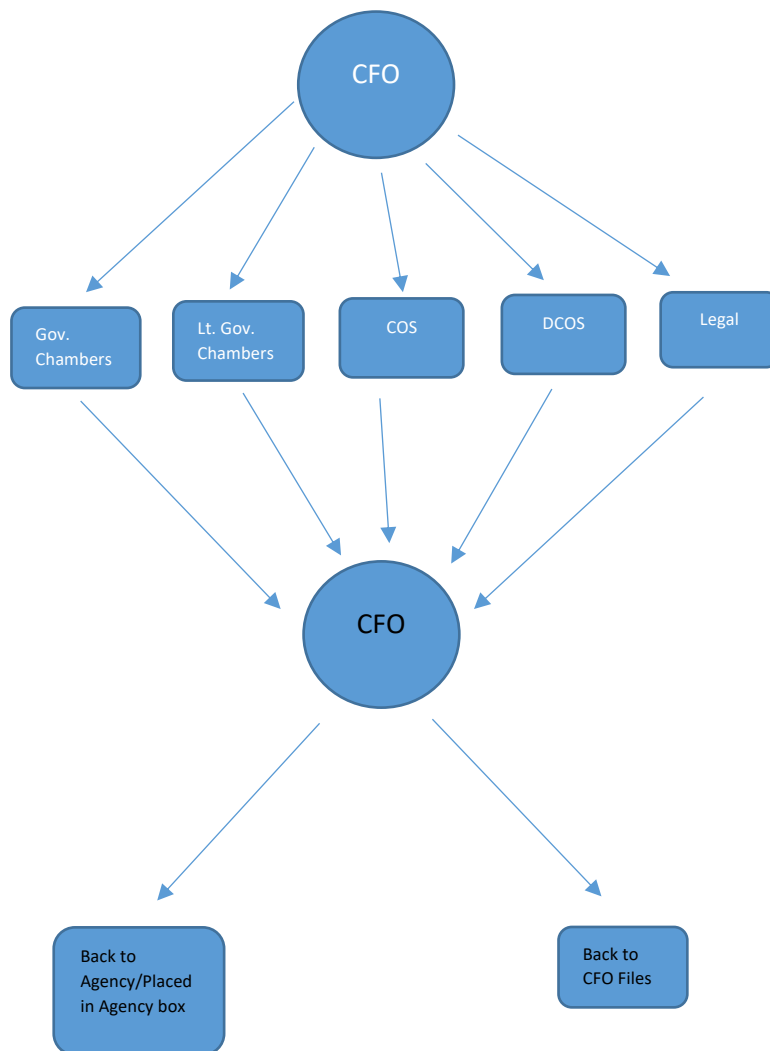


## **Central Files Filing Procedure**

The Central File Office (CFO) is the circulatory of all documents going from government/non-government agency to government/non-government agency to different divisions in the Governor's Complex.

Agency to Agency - Documents/envelopes are placed into designated agency mail box in the CFO, as addressed on the front portion of the document/envelope for pickup.

Agency to Governor's Office – See Transmittal Procedure.



## **Office of the Governor Record Retention**

### **Permanent Files**

Governor's Circulars  
Governor's Proclamations  
Governor's Executive Orders  
Public Laws  
Notary Government  
Notary Public  
Journals (Log Books)  
Records Management Files

### **5 Years**

Governor's Chrono Files  
General Correspondences (Incoming)  
General Correspondences (Outgoing)  
Telexes (Incoming & Outgoing)  
Subject Files (A-Z)  
U.S. Congress/Senate/House of Representative  
U.S. Departments/Agencies/Commissions/Councils/Boards  
Government of Guam Departments & Agencies (Listing)  
Government of Guam Boards/Commissions/committees/Councils/Task Forces

### **4 Years**

Governor's Office Administrative Files  
Governor's Office Personnel Files  
Legislative Resolutions  
Correspondences to the Legislative Speaker

\*The Central Files Office maintains all records. Files in each division will be maintained at their office. At the end of the calendar year, the files shall be boxed and labeled by the division and sent to CFO for safekeeping until the retention period has expired and is ready for destruction.



## **CENTRAL FILES INTAKE/IN-HOUSE PROCEDURES**

### **Personnel Action (GG1)**

- Review signature lines. If the Governor's signature is required, prepare a transmittal routing sheet and send it to the Governor before BBMR
- If the signature line only needs BBMR (Lester Carlson), send straight to BBMR

**\* Because of COVID all GG1s are currently sent via email to BBMR with the exception that it needs the Governor or Chief of Staff's signature. When signed, return to the agency box.**

### **Travel Authorization (TA)**

- Review signature lines at the bottom portion of the form. If the Governor's signature is required, send to the Governor's chambers for signature before BBMR.
- If the signature line only needs BBMR (Lester Carlson), send straight to BBMR

**\* Because of COVID all TAs are currently sent via email to BBMR with the exception that it needs the Governor or Chief of Staff's signature. When signed, return to the agency box.**

### **Letters, Memos, Cards, Magazines**

- Review documents, cards & magazine, prepare Transmittal sheet and send to Chambers for review.

### **Memo of Understanding (MOU)(MOA), Contracts**

- Review documents. If it needs Governor's signature route to the Legal office for review before Governor's signature.

### **Timesheets/Leave Forms**

- Route to Chief of Staff for approval & signature.
- After the Chief of Staff has approved and signed, make note in the Control sheet, date received from the division, date placed into agency box and place your initials (the document should be accompanied by the copy of the transmittal sheet).
- Place in the agency box and have agency receive and date transmittal sheet.
- After the agency receives it, pair the copy of the Transmittal sheet with the original.

### **Billing Statements**

- Billings or invoices addressed to the Governor's Office is sent to the Executive Management Office. A transmittal sheet (original only) is prepared for EMO to initial received and date.

### **GG1 & TA coming from BBMR**

- After signature from BBMR Director, place in DOA box and have runner initial received and date. Place transmittal sheet into transmittal folder

-Autonomous agencies (Judiciary, GPA, GWA, Solid Waste, Guam Port Authority) gets placed directly into their mail box (TA), update in google docs. Indicate date received, date placed in mail box and initials.

**\* Because of COVID all TAs & GG1s are currently sent via email to BBMR with the exception that it needs the Governor or Chief of Staff's signature. When signed, return to the agency box.**

### **Letters Addressed to the Governor from any Senator or Speaker from the Legislature**

-Prepare Transmittal sheet and send up right away.

### **GPA Billings for all GovGuam Agencies**

-Original and copy (including sign receipt cover letter) gets placed directly into DOA box

### **Urgent Docs**

-If an agency filing an urgent document, prepare Transmittal sheet and indicate it's urgent (see Transmittal SOP), run a copy and give to person assigning control log numbers and advise that it's urgent. As soon control log number is assigned and copies of the Transmittal sheet is made, deliver to its destination right away.

### **Department of Labor – Labor Certifications handling (H2 Workers)**

-Labor Certifications are picked by the runner from DOL certification section. The following individuals are authorized to pick up: Greg Massey, Scott Anderson (Primary), Sherine Espinosa (Primary), Veronica Ignacio, Carina, Raguindin, Dorinda Meno. **When ready for pick up, please call 475-8013**

### **Postage Duties:**

-CFO is responsible for preparing postage for all letters/packages mailed out by the Governor's Office.

-Letter/Correspondence – Ensure division code is placed on the upper left hand corner in case of returned mail. Place postage on the letter via postage meter, make copy of the envelope for record purposes, stamp receive for proof of mailing and mail out.

-Packages (CFO uses flat rate boxes) – On the postage meter, input size/type of box or envelope for printing of postage.

-Input postage amount according to the flat rate size and run label. Place postage label on the box/envelope, prepare customs form and send runner to the post office for mailing.

-Incoming mail is check every other day (postage box at post office & postage box in breezeway).

### **Records Management**

CFO keeps all records in Adelup and are stored for safekeeping or destroyed according to the Records Retention Schedule.

-Documents/files sent down from divisions in Adelup must be labeled before sending to CFO for safekeeping. At the end of each year, a memo is sent out to all divisions advising to deliver files for the year (or previous year(s)) for safekeeping.

-Documents sent back from the Governor, Lt. Governor, Chief of Staff & Deputy Chief of Staff, when indicated “complete” are placed in a folder that is labeled for that section and placed in the records room for safekeeping.

### **Telephone Procedure**

All incoming telephone calls are answered by CFO. Calls are screened before transfer to the appropriate division. General question calls are answered by CFO and if more help is needed or if more inquiry is made, the call is transferred to the Community Affairs Office where they have more information to provide for the caller.

Calls for the Governor, Lt. Governor, Chief of Staff or Deputy Chief of Staff are pre-screened in the event the caller has a problem with power, water, etc. These calls can be transferred to Community Affairs Office. Other calls for the above-stated for an appointment, marriage date, etc. are transferred to the chambers (Dorothy Blas for Governor, Josephine (Poping) Cepeda for Lt. Governor, Kathleen Cepeda or Richard Arroyo for Chief of Staff, Rhea Chang for Deputy Chief of Staff)

### **Office Supplies**

CFO is assisting EMO with issuance of office supplies. Please see attached SOP & Supply Request Form.

**Standard Office Procedure**  
**In-House Office Supplies**

- Submit a Supply Request Form to the Central Files Office (CFO) or via email to [jessica.cruz@guam.gov](mailto:jessica.cruz@guam.gov) or [elaine.tajalle@guam.gov](mailto:elaine.tajalle@guam.gov)
- CFO personnel will sign and date received and proceed to fill supply request.
- Supply request(s) will take 2-4 days before delivery.
- If supply request is short or not available, CFO will issue what is available and the remainder will be placed on a back order listing. Upon receipt of the order, CFO will contact your office to receive the remainder of your order request.
- If the supplies are delivered to the office, print and sign on the bottom portion of the Order form that reads “Supplies Received by” and date.
- Please note that this is only for basic office supplies and supplies already in our inventory. Outside purchase orders must be submitted to Executive Management office.



**CENTRAL FILES OFFICE**  
**SUPPLY REQUEST**  
**FORM**

**Date of Request:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Division/Section:** \_\_\_\_\_

NO.	ITEM DESCRIPTION	STOCK OR MODEL NO.	QUANTITY REQUESTED	QUANTITY ISSUED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**NOTE:** Please allow 2-4 days for delivery. Supplies issued will be dependent on the availability, and the balance will be on back order. Sign "Supplies Received by" upon receipt of supplies.

(For CFO use only)

Received by: \_\_\_\_\_  
Print & Sign

Date Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Issued by: \_\_\_\_\_  
Print & Sign

Date Issued: \_\_\_\_\_

Supplies

Received by: \_\_\_\_\_  
Print & Sign

Date Received: \_\_\_\_\_